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KENTUCKY HORSE RACING COMMISSION
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Supervisor of Pari-mutuel Wagering

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Job Description:

Performs highly advanced administrative and supervisory work. Work involves establishing goals and objectives; developing program guidelines, procedures and policies relating to the Commission's pari-mutuel regulatory program; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating department budget requests; and coordinating program activities. Conduct interviews for and hires pari-mutuel audit staff. Plans, assigns, and supervises the work of others. Works under general direction with extensive latitude for the use of initiative and independent judgment.

Primary Duties and Responsibilities:

- ♦ Oversees the design, implementation, coordination and evaluation of the agency's pari-mutuel audit programs to regulate pari-mutuel wagering including, but not limited to: the agency's verification of live & simulcast pari-mutuel public pay-outs, commission take-outs, commission allocations and outs payments, and the agency's simulcast approval process.
- ♦ Oversees the design, implementation, coordination and evaluation of the agency's pari-mutuel database including, but not limited to: the ability to electronically load pari-mutuel data to the Commission database via files from the totalisator companies that operate at the Kentucky racetracks and the collection and processing of accurate pari-mutuel data into a readily usable source of information that management can use to aid in making financial and business decisions.
- ♦ Oversees the preparation and distribution of the agency's pari-mutuel reports including, but not limited to: the Commission's recap report by racetrack, portions of the Commission's Annual and Biennial reports and other pari-mutuel reports as needed or required by regulation.
- ♦ Oversees the compilation and review of the racetrack pari-mutuel reports by meet as required by regulation.
- ♦ Reviews the daily TRA files, ITW settlement report files and wagering information. Review daily reports from tracks and tote company regarding wagering integrity issues.
- ♦ Oversees the review, selection, acquisition and implementation of the agency's independent pari-mutuel wagering monitoring system, including but not limited to: the review of the potential vendors and the review of the performance of whatever system is selected.
- ♦ Oversees the selection of vendor for SAS 70 or similar reviews of tote operations and works with that vendor throughout the process.
- ♦ Oversees or assists with special investigations including but not limited to: accounting and management practices at racetracks and totalisator companies, accounting and management practices at accredited Kentucky bred registries, and accounting and management practices at other regulated organizations.



- ♦ Oversees or assists with special investigations involving wagering anomalies, complaints and inquiries
- ♦ Oversees or assists with licensing of ADWs and SPMOs and their regulation.
- ♦ Perform due diligence on questions such as guest sites.
- ♦ Review all contracts between the tracks and tote companies, ADW's and ITW outlets.
- ♦ Verify the synchronization of tote clocks and video feeds
- ♦ Assists in drafting regulations relating to all aspects of pari-mutuel wagering, licensing of tote companies, ADWs and SPMOs.
- ♦ Assists the agency when answering questions in regard to pari-mutuel information.
- ♦ Oversees or assists in the performance of purse audits, inspections and totalisator system audits.
- ♦ Acts as a liaison between the agency and the following groups: racetrack mutuel departments, racetrack accounting departments, racetrack simulcast departments, totalisator companies, horsemen's organizations, and other state agencies.
- ♦ Oversees all activities of the pari-mutuel audit staff including, but not limited to: conducting interviews and hiring pari-mutuel audit staff, scheduling work hours and time off, reviewing the work of the pari-mutuel audit staff, and performing evaluations of the pari-mutuel audit staff.

Education, Training and Experience:

Experience in the administration of a regulatory compliance program or a program relative to pari-mutuel wagering. Graduation from an accredited four-year college or university with degree in auditing, accounting, business administration, or related field. Equivalent work experience may substitute for degree. Experience in pari-mutuel industry, accounting, auditing, or management information systems.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of public administration and management; and of local, state, and federal laws and regulations relevant to pari-mutuel racing. Knowledge of the pari-mutuel industry and tote operations is required.

Ability to train, assign and/or supervise the work of others; to perform numerical analyses; to interpret statutes and instructions; and to trace financial transactions through accounting records to paper of original entry for verification purposes.

Computer skills to include spreadsheet abilities, word processing abilities, website development and maintenance, and relational database knowledge.